



DEPARTMENT OF THE ARMY  
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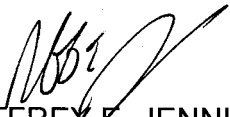
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SUBJECT: 2020 Dorothe Matlack Department of the Army Civilian Award for Excellence in Military Intelligence Standard Operating Procedures (SOP)

1. The enclosed SOP identifies 2020 eligibility criteria, nomination procedures, and selection process applicable to the Dorothe Matlack Award for Excellence in Military Intelligence.
2. The SOP is reviewed annually and updated as required.
3. The Point of Contact for this SOP is the MI Corps Historian, US Army Intelligence Center of Excellence and Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-7000, [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil), DSN 821-4113 and commercial (520) 533-4113.

Encl

  
JEFFREY E. JENNINGS  
SES  
Deputy to the Commanding General

**Mrs. Dorothe K. Matlack  
Department of Army Civilian Award  
for Excellence in Military Intelligence  
Standard Operating Procedure (SOP)**

**1. Purpose.** The Dorothe K. Matlack Award was established in 2018 to recognize the outstanding contributions of Department of Army Civilians (DACs) within the Military Intelligence (MI) Corps who embody the values and ideals represented by the late Mrs. Matlack: Duty, Selfless Service, and the Professional Ethic. Beginning her career in 1948 as a GS2 File Clerk, she retired in 1975 after serving 27 years in the Office of the Assistant Chief of Staff for Intelligence. During that time, Mrs. Matlack established herself as one of MI's early pioneers and champions of Army Human Intelligence efforts and established timeless procedures for debriefing foreign defectors and refugees of intelligence interest. This Standard Operating Procedure (SOP) prescribes the requirements and timelines for administering the Dorothe Matlack Award for Excellence in Military Intelligence. This SOP also publishes requirements and procedures for nominating and selecting outstanding DACs from the MI Corps for competition to earn this prestigious award.

**2. References.** Related publications and referenced forms are listed in Appendix A.

**3. Explanation of abbreviations and terms.** Abbreviations and terms used in this SOP are explained in the glossary (Appendix A).

**4. Responsibilities**

a. *Chief of the Military Intelligence Corps.* The Chief of the MI Corps (Commanding General, US Army Intelligence Center of Excellence & Fort Huachuca [USAICoE&FH]) or a designated representative will present the Dorothe Matlack Award for Excellence during the annual Intelligence Senior Leader Conference (ISLC) held in late February.

b. *Deputy to the Commanding General.* The Deputy to the Commanding General (DtoCG USAICoE&FH) will:

- (1) Provide overall supervision of the award program.
- (2) Chair the Dorothe Matlack Award Review Board and selection process.
- (3) Plan and execute the ceremony to recognize the award recipient.

c. *MI Corps Historian, USAICoE&FH.* The MI Corps Historian will:

- (1) Update and distribute the SOP annually.

(2) Ensure completion and qualification of nomination packets for the Review Board.

(3) Act as the Board Recorder for the Dorothe Matlack Award Review Board.

(4) Assist the DtoCG of USAICoE&FH in executing the ceremony.

**5. Objectives.** The MI Corps established the Dorothe Matlack Award for Excellence in Military Intelligence to:

a. Recognize those MI DACs demonstrating the values and ideals for which Dorothe Matlack stood: Duty, Selfless Service, and Professional Ethic.

b. Encourage and sustain competent MI DACs for future leadership in the Army

c. Promote the advancement of the MI Corps.

## **6. Eligibility criteria**

a. The Dorothe Matlack Award for Excellence in Military Intelligence is intended to recognize the leadership contributions of DACs between the grades of GG09 and GG13. There is only one award given annually.

b. Candidates must meet the following criteria:

(1) Be a Title 10 Department of the Army civil servant, not in their probationary period.

(2) A DAC serving in an intelligence organization in any capacity who makes a significant contribution to Military Intelligence operations as described in para 7 below.

(3) Be fully eligible for continued service for at least one year after award presentation. Award cannot be given posthumously.

(4) Must not be under unfavorable personnel action.

(5) Have no unsatisfactory performance evaluations in the last three years

## **7. Selection criteria**

a. Selection is based on the DAC's overall performance during a three-year period before the date of award.

b. Selection is based on existing information and should not cause the development of additional sets of records.

c. The following factors are considered and should be directly addressed/highlighted in the nomination packet:

(1) Demonstration of technical competence in support of tactical or strategic Military Intelligence or support activities that had a significant impact on Military Intelligence (MICECP, Instructor/trainers/pilots support MI operations, etc).

(2) Commitment to the Army values of loyalty, dedication to duty, respect, selfless service, honor, integrity, and personal courage.

(3) Leadership performance exemplifying the ideals of character, people skills, leadership climate, and interpersonal communication.

**8. Nomination process for Army Military Intelligence Civilians.** Army units will follow a nomination process consistent with all the eligibility criteria and procedures outlined in this SOP. Units will send their nominations via ENCRYPTED email to the MI Corps Historian at [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil) no later than 1 November 2019. Units can also physically mail their nominations to the MI Corps Historian (ATZS-HIS), USAICoE&FH, ATTN: Dorothe Matlack Award for Excellence in Military Intelligence, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000. Nomination packets will consist of the items noted below:

a. A cover letter signed by the originator of the nomination, which includes the nominee's full name, grade, specialty, organization of assignment, current job position, duty telephone numbers, and e-mail address. The cover letter must also verify that the nominee is not under unfavorable personnel action and identify the nominee's Defense Civilian Intelligence Personnel System (DCIPS) ratings for the most current three rating periods. (See example in Appendix B.)

b. Two memorandums from the nominee's chain of command at the 0-5 level or higher (or civilian equivalent) endorsing the nomination. These memorandums are IN ADDITION TO the cover letter required in 8a. Both memorandums should highlight the endorser's personal knowledge of the nominee's work and personal characteristics outlined in 7c above.

c. Unclassified narrative detailing the nominee's significant accomplishments within Military Intelligence not to exceed two double-spaced typed pages with one-inch margins and Arial font size 12. Narrative should be based on the criteria for evaluation contained in paragraph 7c.

d. Unclassified biography of the nominee not to exceed one page with one-inch margins and Arial font size 12.

e. Rater's evaluation portion of the nominee's DCIPS ratings for the most current three rating periods. These can be cut and pasted into a single Word document.

**9. Selection Process.** The USAICoE DtoCG will convene a board consisting of five DACs to review and vote on each nomination packet. Results will be approved and notifications made by the Commanding General, USAICoE.

## **10. Awards**

a. The recipient will be announced following the selection board process and will be recognized as noted below.

b. The recipient or their authorized representative will attend the ISLC at Fort Huachuca in February 2020 (exact date to be announced later).

c. Pursuant to Army Regulation 672-20 Decorations, Awards, and Honors: Incentive Awards (1 April 2014); Department of Defense (DOD) Regulation 5500.7-R Joint Ethics Regulation; and Title 5 of the Code of Federal Regulations (CFR), Section 2635.204(d), the award is part of a bona fide regular program of recognition with established nomination criteria and selection procedures. Accordingly, recipients selected for this award may accept outside gifts presented after appropriate annual ethics review.

**11. Funding.** USAICoE&FH will fund travel and per diem costs for the recipient and one guest to attend the award presentation.

**12. Milestones.** Milestones for the Dorothe Matlack Award for Excellence in Military Intelligence are listed below:

**Milestone:** USAICoE&FH message announcing competition

**Date:** 1 September 2019

**Milestone:** All nomination packets submitted to the MI Corps Historian

**Date:** 1 November 2019

**Milestone:** Selection process complete, winner is announced

**Date:** o/a 20 December 2019

**Milestone:** Award ceremony at Fort Huachuca, Arizona

**Date:** Week of 24 February 2020 (exact date to be announced later)

## **13. Publicity**

a. All Military Intelligence echelons are encouraged to publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to, the following:

(1) Announcements of nomination window and recipient in local newspapers.

(2) Background information about the Army-wide aspects of the award program, selection criteria, and Dorothe Matlack's distinguished career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this SOP or supplements thereto will adhere to all applicable Privacy Act and Freedom of Information Act requirements.

c. Point of Contact for this SOP is the MI Corps Historian at [lori.s.stewart3.civ@mail.mil](mailto:lori.s.stewart3.civ@mail.mil) or 520-533-4113 (DSN 821-4113).

## **Appendix A**

### **References & Glossary**

#### **Section I**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read the related publications to understand this publication.

##### **AR 672-20**

Decorations, Awards, and Honors: Incentive Awards (1 April 2014)

##### **5 CFR 2635.204(d)**

Administrative Personnel

##### **DOD 5500.7-R**

Joint Ethics Regulation

#### **Section II**

##### **Referenced Forms**

N/A

#### **Glossary**

##### **Section I**

##### **Abbreviations**

##### **AR**

Army Regulation

##### **CFR**

Code of Federal Regulation

##### **DAC**

Department of the Army Civilian

##### **DCIPS**

Defense Civilian Intelligence Personnel System

##### **DSN**

Defense Switched Network

##### **DtoCG**

Deputy to the Commanding General

##### **ISLC**

Intelligence Senior Leader Conference

##### **MI**

Military Intelligence

##### **MICECP**

Military Intelligence Civilian Excepted Career Program

##### **SES**

Senior Executive Service

##### **SOP**

Standard Operating Procedure

##### **USAICoE&FH**

US Army Intelligence Center of Excellence and Fort Huachuca

**APPENDIX B  
COVER LETTER FORMAT**

***(on unit letterhead)***

MEMORANDUM FOR President of the Mrs. Dorothe K. Matlack Award Review Board, US Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000

SUBJECT: Nomination Packet for the 2020 Dorothe Matlack Award

1. I nominate XXXXXXXXXXXX for the 2020 Dorothe Matlack Award.
2. In support of this nomination the following information is provided.
  - a. Name: XXXXXXXXXXXXXXXXXXXX
  - b. Grade and Job Series:
  - c. Current job position and organization of assignment: XXXXXXXXXXXXXXXXXXXX
  - e. Duty Phone Number (DSN or Commercial): XXXXXXXXXXXX
  - f. Email address: XXXXXXXXXXXXXXXX
3. I verify that the nominee meets the following criteria:
  - a. Is a Title 10 Department of the Army civil servant and is not in the probationary period.
  - b. Is fully eligible for continued employment through June 2020.
  - c. Is not under unfavorable personnel action.
4. [Nominee Name XXXXXXXXXXXX] DCIPS ratings for the most current three rating periods are as follows:
  - a. FY19 [If available or Draft]: 4.5, Excellent
  - b. FY18: 4.0, Excellent
  - c. FY17: 4.2, Excellent
5. The point of contact for this nomination is XXXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXXX